

**Purchase Order Request for Proposals (PORFP)
Desktop, Laptop and Tablet 2015 Master Contract**

Section 1 –General Information			
PORFP Number: (ADPICS PO Number)	J05P3600046		
PORFP Type: (Select one category from drop down list)	Fixed Price		
Functional Area/s (FA) for this PORFP: (Check all that apply)	<input checked="" type="checkbox"/> FA I (Desktop/Laptops/Ruggedized/Laptops/Associated Peripherals) <input type="checkbox"/> FA II (Tablets/Ruggedized Tablets/Associated Peripherals) <input type="checkbox"/> FA III (Installation) + FA I <input type="checkbox"/> FA III (Installation) + FA II <input checked="" type="checkbox"/> FA IV (Manufacturer's Extended Warranty)		
Manufacturer Name	DELL		
Designated Small Business Reserve?(SBR): (Select "Yes" or "No" from drop down list)	Yes		
Minority Business Enterprise (MBE) Goal for FA III Below (See "DESKTOP, LAPTOP AND TABLET 2015 Master Contract MBE Participation Worksheet"):			n/a %
PORFP Issue Date: mm/dd/yyyy	4/28/2023	PROPOSAL DUE DATE and TIME:	5/16/2023 @ 2pm
Place of Performance:	1331 S. Monroe St, Baltimore, MD 21230		
Special Instructions:	<p>LIMITED TO MASTER CONTRACTORS</p> <p>Only Master Contractors that have been awarded a contract under the Desktop, Laptop, and Tablet 2015 Master Contract (BPO #060B5400007) are eligible to submit a bid in response to this secondary competition Purchase Order Request for Proposal (PORFP).</p> <p>Small Business Reserve (SBR) Procurement</p> <p>This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by GOSBA Small Business Reserve Program are eligible for award of a contract.</p> <p>Information on eligibility for the SBR program is available on the following website: https://gomdsmallbiz.maryland.gov/Pages/sbr-program.aspx </p>		

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	<p>Information on the SBR Vendor Registration processes is available on the following website: https://gomdsmallbiz.maryland.gov/Pages/SBR-Registration.aspx</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1.) There will be a public bid opening on 5/17/2023 at 11:00AM. Conference call-in details: +1 667-262-2962, conference ID is 858 040 818#. 2.) Bid exact specifications from the attached specs provided and include them in your quote with the cost breakdown and detailed descriptions. Provide a copy of the MSRP. Note the extended warranties in section FA IV. 3.) Our Dell representative is Alison Williams. Any questions can be directed to alison.williams@dell.com, 512-387-7716. 4.) The Department reserves the right to purchase more or less than the specified quantity to the extent limited by funding. 5.) Purchase new and unused equipment. 6.) The Master Contractor shall guarantee that any operating software provided with the hardware is virus free. 7.) The Master Contractor shall not impose a restocking fee if an item is returned due to damage or incorrect product shipped. 8.) The Master Contractor must provide the estimated ship date/lead time for each item listed in the PORFP. 9.) Please allow proposals/quotes provided in response to this PORFP to be valid for at least 90 days after the set due date above. 10.) The Master Contractor must be an authorized reseller for Dell. The state reserves the right to request a Letter of Authorization (LOA) from the Manufacturer or Distributor. 11.) The Master Contractor must include a screen shot of the Manufacturer's Suggested Retail Price (MSRP) with the bid. 12.) The Master Contractor must provide a Mercury Affidavit: https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/Attachment-K-MercuryAffidavit.pdf 13.) Equipment shall be delivered to: 1331 S. Monroe Street.
<p>Security Requirements (if applicable):</p>	<p>BIDS MUST BE PASSWORD PROTECTED AND MUST BE SUBMITTED VIA EMAIL TO THE PROCUREMENT OFFICER AT AHIDEY@MDOT.MARYLAND.GOV AS WELL AS TO MTAPURCHASING@MDOT.MARYLAND.GOV.</p> <p>PASSWORD PROTECTING INSTRUCTIONS FOR SUBMITTING A PORFP BID:</p> <ul style="list-style-type: none"> • All bids must be password protected by the bidder prior to submission. • Bidders must email the password protected bid to the Procurement Officer at: ahidey@mdot.maryland.gov • DO NOT SEND PASSWORD WITH BID EMAIL.

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	<ul style="list-style-type: none"> The password must be emailed separately to the Procurement Officer after the bid due date/time and at least one hour prior to public bid opening. 									
Invoicing Instructions:	Email invoices to MTAAccountspayable@mdot.maryland.gov. Below the Bill To address, record "c/o Susan Shah-Blake" on the invoice. Include the MTA PO number on the invoice, shipping labels, and packing slips.									
Section 2 – Agency Point of Contact (POC) Information										
Agency / Division Name:	Maryland Transit Administration / Procurement									
Agency POC Name:	Adam M Hidey	Agency POC Phone Number:	410-454-7888							
Agency POC Email Address:	ahidey@mdot.maryland.gov	Agency POC Fax:	n/a							
Agency POC Mailing Address:	1331 S. Monroe Street Baltimore, MD 21230									
Section 3 – Delivery Address / Work Site POC Information (if different from above)										
Agency On-site Contact Name:	Tarshia Williams	Agency On-site Phone Number:	410-454-7912							
Agency On-site Email Address:	twilliams12@mdot.maryland.gov	Agency On-site Fax:	410-454-7915							
Agency On-site Address:	1331 S. Monroe St. Baltimore, MD 21230 Attn: Susan Shah-Blake									
Section 4 – Scope of Work										
FA I – Desktop, Laptops and Ruggedized Laptops and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)										
*Business Need / Required Functionality	MTA needs to replace 148 laptops over 4 yrs old. This order is expected to need BPW approval.									
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy						
1. Dell Latitude 5540	See attached custom spec.		148	8/31/2023						
2.										
3. (insert additional rows as needed)										
FA II – Tablets, Ruggedized Tablets and Associated Peripherals (Provide product specifications below. If some or all specifications are unknown, Master Contractors may propose products based on a detailed description in the Business Need / Required Functionality field*)										

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*Business Need / Required Functionality				
Product Name	Product Description	Model #	Qty	Due Date mm/dd/yyyy
1.				
2.				
3. (insert additional rows as needed)				
FA III – Installation Services (Provide a detailed description of required services and deliverables and include MBE goal listed above. MBE goal should be calculated only on FA III value.)				
Installation / Training Services		Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
1.				
2.				
3. (insert additional rows as needed)				
FA IV – Manufacturer’s Extended Warranty (Provide a detailed description of warranty requirements and deliverables)				
Warranty Requirements		Deliverables	Start Date mm/dd/yyyy	End Date mm/dd/yyyy
1. Dell ProSupport Plus for 5 years, part#s:		5 yr warranty	8/31/2023	8/30/2028
2. Extended Battery Service for years 2 & 3 of System life.		3 yr warranty	8/31/2023	8/30/2026
3. (insert additional rows as needed)				
Section 5 – Evaluation Criteria – Technical Proposal (Provide a list of evaluation criteria in descending order of importance)				
Evaluation Criteria				
1. Matches spec provided				
2. Cost				
3. (insert additional rows as needed)				
Basis for Award Recommendation				
Evaluation criteria for award will be established at the PORFP level. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the PORFP. The agency POC will initiate and deliver a PO to the selected Master Contractor.				